



## EMPLOYEE PRE-REVIEW FORM

To be completed by the employee and submitted to the supervisor prior to the performance discussion for incorporation into the review meeting.

*Attach additional sheets if necessary.*

1. What results have you produced (or major achievements you have accomplished) over the past year? ]^!ã å?

2. How would you increase your individual contributions to the success of your department? What recommendation(s) do you have for the department to better serve its customers?

3. How do your job duties relate to University and departmental goals and objectives?

4. Is there anything else regarding your job description or performance you wish to discuss during the development meeting?